

## MAY 2018 HP PARK EVENTS/BOOKINGS

DATE/TIME	EVENT/SIZE	PARKING	AREA	EVENT CONTACT	STAFF REQUIREMENTS/ISSUES	SEATING SET-UP	CATERING	MUSIC	Fees/MISC. INFO.
May 2, 2018 6:30 pm-8:00 pm	Park & Rec Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Park & Rec Sally Bentz**	Set up/ take down No staff present	U Shape seating for 12, Audience-12	None	None	No Fee
May 3, 2018 8:00am-4:00pm	Training meeting 120	NO SPECIAL REQUIREMENTS	Pavilion	V. Cortez 415-810-5257	HPP Set up/take down Staff present	12 rounds, 120 chairs. 3-8 fts, 4-6fts	James Stanfield	None	\$1170.00
May 5, 2018 2:00pm - 11:00pm	Bat Mitzvah 150	NO SPECIAL REQUIREMENTS	Pavilion	A. Altechuler 703-307-4968	HPP Set up/take down Staff present	See diagram, very complicated	Tacoliciou s	DJ	\$3250.00
May 7, 2018 6:30 pm – 8:00 pm	Foundation Meeting 15-20	NO SPECIAL REQUIREMENTS	Main House	Foundation Meeting Marylue Timpson**	Set up/take down No staff present	U shape seating for 7 Audience – 12 chairs	None	None	No Fee
May 8, 2018 9:00 am – 12:00	Police Dept. Active Shooter follow up/All Schools	NO SPECIAL REQUIREMENTS	Pavilion	PD Jennifer Frew**	Set up/take down No staff present	U shape seating for 25 – 2 tables in back for refreshments	None	None	No Fee
May 11, 2018 3:00pm-11:00pm	Dance 75	NO SPECIAL REQUIREMENTS	Pavilion	L. O’Hearn-Keck 650-493-7071 X102	HPP Set up/take down Staff present	10 round tables, 10 chairs per table	On Own	DJ	\$1560.00
May 11, 2018 8:00am-6,00pm	Meeting 10	NO SPECIAL REQUIREMENTS	Main House	M. Dixon 650-289-1114	HPP Set up/take down Staff present	Kings table for 10	On Own	None	\$910.00
May 12, 2018 4:00pm-12:00am	Poker Night 55	NO SPECIAL REQUIREMENTS	Carriage House	J. Moffatt 650-455-0704	HPP Set up/take down Staff present	TBD	On Own	None	\$920.00
May 15, 2018 7:00 am – 5:00 pm	Police Dept. LEADS Training 15	NO SPECIAL REQUIREMENTS	Main House	PD Jennifer Frew**	Set up/take down No staff present	U shape seating for 15 – table and cord for	None	None	No Fee

\*\* member to open and close facility.

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						projector – screen			
May 16, 2018 6:00pm-10:00pm	Meeting 125	NO SPECIAL REQUIREMENTS	Pavilion	J. Fitzgerald 650-218-9383	HPP Set up/take down Staff present	10 round tables, 10 chairs per table	On Own	None	\$1035.00
May 17, 2018 2:00pm-9:00pm	Fundraiser 100	NO SPECIAL REQUIREMENTS	Pavilion	J. Ly 650-314-0180	HPP Set up/take down Staff present	12 tables, 8 chairs per table	ABC	None	\$1170.00
May 20, 2018 11:00am-3:00pm	Luncheon 120	NO SPECIAL REQUIREMENTS	Pavilion	L. Toy 650-799-4543	HPP Set up/take down Staff present	10 tables, 10 chairs per table. Buffet inside	ABC	None	\$1725.00
May 20, 2018 12:00-4:00pm	Eagle Scout 50	NO SPECIAL REQUIREMENTS	Carriage House	M. Paul 650-520-9193	HPP Set up/take down Staff present	Theater for 60. 4 banquet tables	On Own	None	\$520.00
May 21, 2018 10:00 am – noon	Police Dept. SRO Program with school executives 15	NO SPECIAL REQUIREMENTS	Main House	PD Jennifer Frew**	Set up/take down No staff present	U shape seating for 15 – table and cord for projector – screen	None	None	No Fee
May 24, 2018 9:00am-2:30pm	FHPP Mtg 30	NO SPECIAL REQUIREMENTS	Pavilion	S. Shrader 415-637-0197	Set up/take down No staff present	TBD	?	None	No fee
May 24, 2018 11:30-6:30pm	Meeting 70	NO SPECIAL REQUIREMENTS	CH	S. Roberts 650-576-8697	HPP Set up/take down Staff present	7 round tables with 10 chairs each.	On Own	None	\$1040.00
May 25, 2018 9:00am-3:00pm	Memorial 75	NO SPECIAL REQUIREMENTS	Pavilion	P. Alexander 616-340-2808	HPP Set up/take down Staff present	10 tables, 80 chairs	ABC	None	\$1035.00
May 26, 2018 2:00pm-	Wedding 40	NO SPECIAL REQUIREMENTS	Main House	L. Beavis 650-906-6270	HPP Set up/take down Staff present	5 round tables, 40 chairs. 2	On Own	DJ	\$1950.00

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11:00pm						banquet tables			
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<b>CLASS</b>	<b>FACILITY/DAYS USED</b>
<b>DISCUSSION MEETINGS</b>	CARRIAGE HOUSE/ - SUNDAYS 0900-1000
<b>AYSO</b>	None.
<b>BARI HALPERIN – DOG TRNG</b>	None.
<b>BAY AREA COUNTRY DANCE</b>	May 8 - CH - 8 – 10 pm
<b>ENCORE LACROSSE</b>	None.
<b>FOLK DANCE</b>	May 2, 9, 16, 23, 30 CH 8 – 10 pm
<b>FREDDIE JACKSON – DOG TRNG</b>	May 1,3,8,10,15,17,22,24,29, 31 2 – 4 pm NM May 5, 12, 19, 26 10:00 am – 11:00 am NM
<b>MENLO-ATHERTON LITTLE LEAGUE</b>	May 1-31 Exclusive rights to field M-F 4:30 pm– 7:30 pm / Sat – 8:45 am – 4:30 pm
<b>MENLO-ATHERTON YOUTH LACROSSE</b>	None.
<b>TENNIS</b>	TENNIS COURTS – DATES/TIMES VARY

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